

2001 PROTOCOL-09/20/01

**INITIAL /CONTINUING/PROBATION PROTOCOL  
State Program Approval and NCATE Unit Accreditation  
for Professional Education Units in the State of California**

On June 1989, NCATE's State Partnership Board entered into a partnership agreement with the California Commission on Teacher Credentialing to work jointly with NCATE to conduct state program approval and national unit accreditation. The partnership was renewed in 1996. NCATE again renewed the state's partnership agreement in 2001 under the conditions listed below. This state's partnership agreement must be renewed in 2006.

	<b>NCATE Requirements</b>	<b>State Requirements</b>
<b>Dates of Visit:</b>	<p>The unit is asked to submit its preferred visit dates to NCATE at least one year prior to the scheduled on-site visit review. Institutions in partnership states must have the date approved by the state agency prior to submitting its request to NCATE.</p> <p>Institutions are visited every five years. Institutions with probation, conditional, or provisional visits will be visited within 2 years of the UAB's decision.</p> <p>Visits are scheduled from Saturday afternoon through Wednesday noon except in special circumstances.</p> <p>All California institutions applying for NCATE accreditation will use the provisions of the NCATE, CTC/COA Joint Partnership Agreement.</p>	<p>The specific dates of joint State/NCATE visits are negotiated between the Commission on Teacher Credentialing (CTC), NCATE and the institution. The institution notifies NCATE of the agreed-upon dates at least one (1) year ahead of the visit.</p>
<b>Timelines:</b>	<p><b>For the 5-year continuing visit</b> information is sent by NCATE to the institution two years prior to the visit.</p> <p><b>For probation, conditional, or provisional visits</b> information is</p>	<p>State visits are conducted jointly with NCATE visits.</p>

### NCATE Requirements

sent by NCATE soon after the UAB's decision.

**For initial visits** information is sent by NCATE to institutions upon request.

### State Requirements

#### Preconditions:

**For initial visits**, the institution responds to preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the onsite visit.

**Institutions on Probation, Accredited with Conditions, or Provisional Accreditation** do not need to submit a new preconditions report, however, the institution must maintain the preconditions for continued NCATE accreditation.

**For initial accreditation**, the institution responds to all CCTC preconditions and standards. However, all California site accreditation visits are for continuing accreditation.

**For continuing accreditation**, the institution prepares a Preliminary Report one year before the visit, responding to all CCTC preconditions and providing other information described in the *Accreditation Handbook*. The preconditions are outlined in the appropriate standards documents as *"Preconditions for the Approval of Professional Preparation Programs"*.

The Preliminary Report is reviewed and filed by CTC.

#### Program Review documents: (Optional)

California Institutions are exempt from NCATE program review.

The California Program Review process has been judged to be comparable to the NCATE process. Thus, for specialty areas that have been given approval by the appropriate SPAs, California institutions offering those specialties will be given National Recognition.

NCATE coordinates program

The COA does not require institutions to submit NCATE Program review documents. Institutions are required to submit responses to state program standards (or approved alternatives) for all program areas. .

### **NCATE Requirements**

reviews by specialized professional associations (SPAs) with program standards that have been approved by the Specialty Areas Studies Board. Institutions may voluntarily choose to seek a SPA review of one or more of its programs. Institutions seeking initial accreditation submit program reports eighteen months prior to the NCATE visit. Institutions with Spring visits must submit by February 1 and those with Fall visits by September 15.

Two years before the continuing visit, NCATE sends the unit a "Status of Programs" report that indicates the program report documents that may be submitted. Program reports are due on February 1 or September 15, approximately one year before the visit.

For specific information on the preparation of program reports visit the NCATE website at [www.ncate.org](http://www.ncate.org).

### **State Requirements**

#### **Unit Standards**

NCATE standards apply to the professional education unit.

The CCTC/COA Common Standards apply to the institution seeking accreditation.

Institutions have the option to utilize the NCATE unit standards in lieu of the California Common Standards, provided that areas not addressed in the NCATE standards are addressed as a part of the NCATE Standards response.  
(See Attachment – NCATE/CCTC Standards Comparison – 03/01)

	NCATE Requirements	State Requirements
<b>Program Standards</b>	See <b>Program Review Documents</b> section above	California Program Standards (or one of the approved Program Standards options described in Section 3 of the Accreditation Framework) will be utilized for each credential program area.
<b>Institutional Report:</b>	<p><b>For initial and continuing visits</b>, the institution prepares the required institutional report as outlined in <i>NCATE Handbooks for Accreditation Visits</i>.</p> <p>The institution sends one copy of the institutional report and undergraduate and graduate (if applicable) catalogs to each BOE member, state team members, state consultant, and NEA and AFT observers; and two copies to NCATE.</p> <p>The institutional report is submitted to NCATE 60 days prior to the on-site visit.</p>	<p><b>For continuing visits</b>, the institution prepares a Self-Study Report in response to the CCTC/COA Common Standards or NCATE unit standards Standards as described in the <i>Accreditation Handbook</i>. And the CCTC/NCATE Stnds. Comparison – 3/01. The report also provides a response to the CCTC/COA Program Standards or one of the approved options for each credential area. The institution sends one copy of the Institutional Self Study Report to each team member (BOE and State) and two copies to the CCTC. At its option, the institution may sub-divide the report and send responses to program standards to specifically assigned state team members.</p>
<b>Evidence/Exhibit Rooms</b>	Electronic exhibit rooms are encouraged. NCATE’s electronic exhibit room guidelines can be accessed at <a href="http://www.ncate.org">www.ncate.org</a> . Performance-based evidence that demonstrates what candidates know and are able to do must be included in the exhibit room. Examples of assessments include reflections,	The Accreditation Handbook provides information about the document/exhibit room.

### NCATE Requirements

observations, teaching demonstrations, analytic work, student projects, tests, and other forms of evaluative information demonstrating proficiency. The *NCATE Handbooks for Accreditation Visits* provide additional information regarding assessments of candidate performance.

### State Requirements

#### Previsit:

The NCATE co-chair meets with the state co-chair, consultant from the state education agency, and the institution's unit head and/or designee to plan for the visit. This previsit occurs at the institution within 60 days of the visit. The institution sends the team co-chairs copies of the institution's report(s) before the previsit. (See *NCATE Handbooks for Accreditation Visits* for details.)

A CCTC/COA consultant is assigned approximately 2 years before the visit to assist the institution in preparing for the visit.

A planning visit is scheduled at least one year in advance by the COA/CTC consultant. Final dates are set and the visit schedule is discussed. Standards to be used are clarified as well as team make up and configuration.

A previsit is scheduled within 60-days of the visit by the NCATE co-chair, the COA co-chair, and the CCTC/COA consultant. Plans are finalized for the accreditation visit.

Part of the previsit is to provide specialized training/orientation to the merged process and will be conducted by CCTC/COA consultant.

	NCATE Requirements	State Requirements
<b>Team Members and Team Size:</b> <i>(Joint)</i>	<p><b>For initial, continuing, and probation visits</b> teams will include 3-5 BOE members depending on a number of factors, including the number of programs, number of candidates, size of the faculty, and degree levels.</p> <p><b>For conditional and provisional visits</b> teams will include 2-3 BOE members.</p>	<p><b>For continuing visits</b>, a four to five-member BOE team is appointed by NCATE and a two to fifteen-member COA team is appointed by the CCTC and will work as a merged team. The Common Standards Cluster will consist of 3-5 BOE members and 1-2 COA members. The total Common Standards Cluster will be five for smaller institutions and seven for larger institutions. The remaining state team members will be assigned to credential area clusters to review all credential programs. (In the event of multi-site delivery systems or a particularly large number of programs, the team size may be enhanced.)</p> <p><b>For probation, conditional and provisional visits</b>, one to two state team members will be appointed to the team.</p>
<b>Team Chairs</b>	An NCATE BOE team member is appointed chair of the BOE team, co-chair for the visit, and chair of the Common Standards Cluster.	A CCTC/COA team member will be appointed as team leader to facilitate the work of the clusters and will serve as co-chair for the visit.

## **NCATE Requirements**

## **State Requirements**

### **Interview and Visit Schedule:**

Team visits will be scheduled from Saturday afternoon to Wednesday afternoon. The visit schedule will include opportunity for the NCATE/COA team to have total team meetings and discussions as well as separate cluster meetings. The interview schedule will provide an opportunity for all team members to obtain interview data from the appropriate sources. Most interviews will be conducted by individual team members, but some will include both NCATE and COA members, as appropriate. The COA team members will primarily conduct interviews related to the program areas. The institution will prepare exhibits and files for use by the team.

Team visits will be scheduled from Saturday afternoon to Wednesday afternoon. The visit schedule will include opportunity for the NCATE/COA team to have total team meetings and discussions as well as separate cluster meetings. The interview schedule will provide an opportunity for all team members to obtain interview data from the appropriate sources. Most interviews will be conducted by individual team members, but some will include both NCATE and COA members, as appropriate. The COA team members will primarily conduct interviews related to the program areas. The institution will prepare exhibits and files for use by the team.

(The COA team leader and the COA Common Standards Cluster members arrive on Saturday afternoon, the remaining state team members arrive on Sunday afternoon.)

### **Team Expenses:**

The institution covers all travel and maintenance expenses for the BOE team and the NCATE chair's previsit. (Expenses for the NEA and AFT observers are paid by the respective organizations.)

The expenses for the COA team members will be paid by the Commission. The Commission will also pay the expenses for the CCTC/COA consultant staff and any COA/Commission observers.

	<b>NCATE Requirements</b>	<b>State Requirements</b>
<b>Team Training:</b>	BOE team members have successfully completed an NCATE training session.	COA team members will participate in an intensive four-day training program that focuses on team skills, interview techniques, accreditation procedures and the consistent application of standards. The COA is to assure that the substance of the training is appropriate for new and returning team members and cluster leaders. A special orientation to conducting merged visits will be provided to all team members at the outset of each visit.
<b>State Consultants:</b>	NCATE invites the state education agency to appoint a representative. The representative of the state agency is referred to as the "state consultant" who advises the team on state requirements, nomenclature, and special circumstances. Consultant expenses are covered by the respective agency. The state consultant facilitates and orientation to the state partnership at an early team meeting.	The CTC/COA consultant will collaborate with NCATE in establishing a schedule for each joint visit. The consultant will provide a planning visit approximately one year before the scheduled visit, review the Preliminary Report, review drafts of the Institutional Self-Study Report, and consult with the institution in planning for the visit and preparing the interview schedule. The consultant is responsible for providing a state team of appropriate size and configuration in consultation with the institution. The consultant is also responsible for assigning members of the team to serve as team leader and cluster leaders. The consultant provides support for the team during the three- or four-day visit, including team report development. The consultant also prepares the final team report for presentation to the COA.

## NCATE Requirements

## State Requirements

### Additional Team Participants

NCATE invites the state affiliates of the NEA and AFT to appoint observers for the on-site visit. The participants' respective agencies are responsible for their travel and maintenance expenses.

These observers can assist the BOE team with the collection of data, interviews, and assist in the editing of the team report. However, they should not be assigned with a primary writing assignment.

### On-Site Visits:

The NCATE template for on-site visits guides the conduct of the visit as outlined in the *NCATE Handbooks for Accreditation Visits* and on the NCATE website at [www.ncate.org](http://www.ncate.org).

For all types of visits, the BOE on-site team members make recommendations on whether the NCATE unit standards are met at the initial and advanced levels.

An exit conference is conducted before the team departs on Wednesday. It is conducted by the NCATE chair, state co-chair, and consultant from the state agency. The institution is represented by the unit head and coordinator of the NCATE review; the president and or provost may also attend.

CCTC/COA may assign additional staff consultants to assist the team during the visit. All expenses of these consultants are covered by the CCTC.

The *Accreditation Handbook* contains the procedures to be followed in an accreditation visit. All site visits are scheduled to begin on Saturday afternoon for the Common Standards Cluster (BOE members and state team members) and visit co-chairs. The remainder of the team (program cluster members) begins on Sunday afternoon. The accreditation visit is to be completed by Wednesday afternoon.

The NCATE/CCTC/COA team makes decisions about all standards (both unit and program) and makes an accreditation recommendation to the COA.

The team will present a written copy of the draft Accreditation Team Report, including findings on standards and an accreditation status recommendation in an open meeting at the end of the visit.

## NCATE Requirements

## State Requirements

### BOE Reports:

The BOE team report includes the Joint team's findings for the unit standards for both the initial and advanced preparation levels as appropriate. (A draft of the BOE report [the Common Standards Cluster Report] will be included as a part of the total COA report and will be presented to the institution in writing at a final meeting on the last day of the visit.)

The BOE team chair mails a draft of the report to the NCATE office and to all team members (including state representatives) for review and editing. The chair incorporates suggestions from team members, AFT/NEA observers, and NCATE staff, and sends the next draft to the unit head to review for factual accuracy. The unit has approximately 5 days to respond in writing.

After receiving the unit's response and making appropriate changes if necessary, the chair submits the final report to NCATE.

NCATE sends two copies of the

The COA Team Leader, the BOE Common Standards co-chair, team members, and CCTC/COA consultant will meet with administrators and faculty members of the institution and will present a written copy of the draft Accreditation Team Report, including findings on standards and an accreditation status recommendation in an open meeting at the end of the visit.

The Accreditation Handbook describes the requirements for the Accreditation Team Report.

The NCATE/CCTC Standards Comparison (03/01) will be used as the basis for the team report.

The Accreditation Handbook describes the requirements for the Accreditation Team Report.

The NCATE/CCTC Standards Comparison (03/01) will be used as the basis for the team report.

The Common Standards Cluster report (written to either the California Common Standards or the draft of the BOE report written to the NCATE unit standards is included as part of the total COA team report to the COA. The program standards cluster reports include findings on all program standards statements of strength and/or concern. These reports are included as part of the total team report to the COA. The COA will make its decision based upon the total team report and team accreditation recommendation. The COA

### **NCATE Requirements**

report to the institution and copies to the state agency.

#### **Provisional and conditional**

**visits** include team findings related to the previously unmet standard(s).

#### **Institutional Rejoinder:**

The institution submits to NCATE 7 copies of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.

### **State Requirements**

team leader and the CCTC/COA consultant will be responsible for the preparation of the final report for the COA.

On the next-to-last day of the visit, a mid-visit status report is held with the team co-chairs, institutional leadership and COA consultant. At that time, the team indicates any areas in which additional information is needed for areas in which the standards may be in question. The institution has until the end of that day to provide additional information to the team. No other rejoinder is available.

At the end of the site visit, the COA accreditation team conducts a meeting and presents a report including its findings and the accreditation recommendation for the institution. The team then submits its report to the COA at its next available COA meeting after the visit.

#### **Annual Reports**

Submission of the Annual Report is a requirement for all institutions that are accredited by NCATE or are candidates or precandidates for NCATE accreditation. Annual Reports are due October 1<sup>st</sup> and should be submitted electronically via the NCATE website at

## NCATE Requirements

[www.ncate.org](http://www.ncate.org).

## State Requirements

### Final Reports on Accreditation Status:

Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the institution, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action.

At the end of the final meeting with the institution, the accreditation team report, which is composite of all cluster reports, is finalized by the team co-chairs and the COA consultant. The final accreditation team report, with recommendations, is placed on the COA agenda within 60-working days of the visit. The COA will take appropriate action on the accreditation status of the institution at that time. Such action will be taken independent of later anticipated action of the NCATE/UAB decision. A copy of the above action will be provided for NCATE.

The institution is to be informed of COA action regarding its accreditation status within 10-working days of such action.

### Appeals Procedures

Institutions may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Denial of Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website at [www.ncate.org](http://www.ncate.org) for specific policies and procedures related to the appeals process

Within 20-days after the visit, the institution may submit evidence to the COA that the team demonstrated bias or acted arbitrarily or contrary to the policies of the *Accreditation Framework* or procedural guidelines of the COA. The COA may make a different decision than that recommended by the team. If this should happen, the team chair may file a dissent with the Commission. The COA may assign a new team to visit the institution. The new team may recommend the same or different accreditation

## NCATE Requirements

## State Requirements

status.

An institution has the right to appeal the COA decision to accredit with stipulations or deny accreditation to the Commission if the COA decisions appear to be arbitrary, capricious, or contrary to the policies of the *Accreditation Framework*

CA Rev OCTOBER, 1996  
NCATE Format Rev 2/4/99  
NCATE Rev 4/00  
NCATE 7/01  
CCTC 9/01